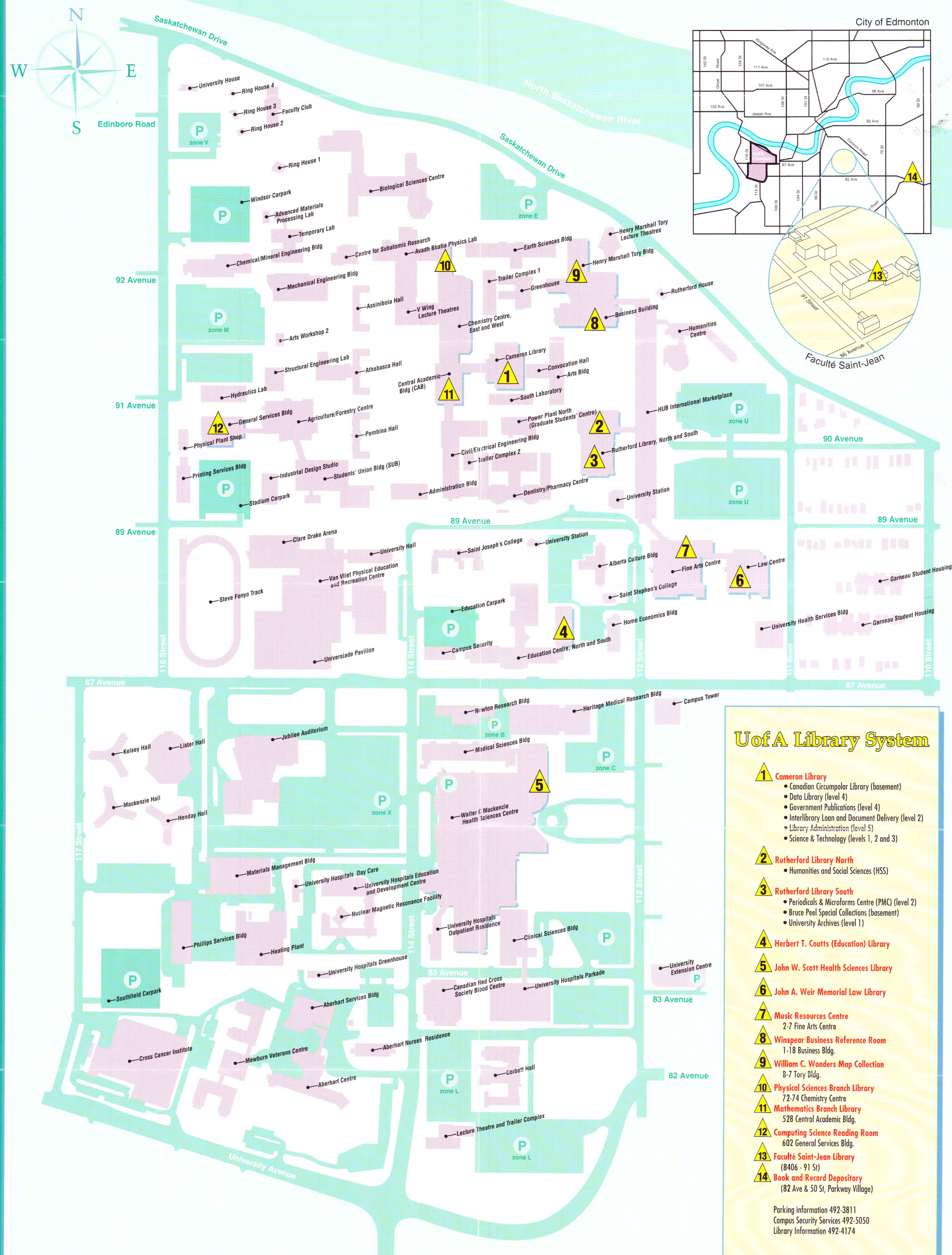




University of Alberta

Library System



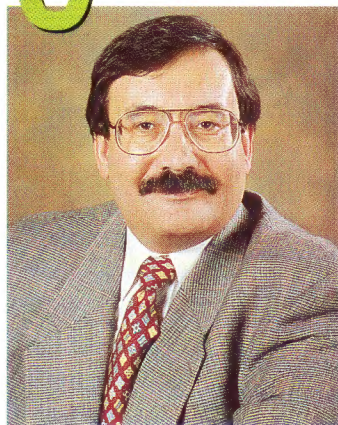


University
of
Alberta

Library System



Greetings from the Director of the U of A Library System



I would like to take this opportunity to welcome you to the University of Alberta Library System. The resources of the Library comprise one of the major research collections in Canada assisting in the advancement of learning and the dissemination of knowledge. The mission of the Library System is to serve the information needs of the University and its communi-

ties by providing effective access to information resources within and beyond its walls, through a balance of traditional and innovative services.

The Library, like many institutions, is adapting and responding to technological change. We are participating in the development and sharing of networked information resources in an effort to serve you better. At its root, the Library remains a center of learning and discovery, created by people and for people. I am proud of our staff and their dedication; they are committed to helping you develop information skills that will aid you in the pursuit of knowledge.

This guide will assist you in locating the various libraries across campus and provide some essential information for using the resources. I trust that your experience with the U of A Library System will be rewarding!

Ernie Ingles
Director

Library Highlights

The University of Alberta Library system is one of the major research collections in Canada, with over 3,500,000 volumes, 735,000 government documents, 19,000 serial subscriptions, 350,000 maps, 1,000,000 air photos, audiovisual resources, and a large collection of research materials in microform. The U of A Library system is spread across campus with individual libraries collecting in broad subject areas. Prominent libraries located on the campus are:

- Faculte Saint-Jean Library located at 8406-Rue Marie-Anne Gaboury (91 St)
- Herbert T. Coutts (Education) Library located in the East Wing, Education South
- Humanities and Social Sciences Library located in Rutherford North
- John A. Weir Memorial Law Library located in the Law Centre
- John W. Scott Health Sciences Library located in the Walter C. Mackenzie Health Sciences Centre
- Periodicals and Microform Centre located in Rutherford South
- Science & Technology Library located in Cameron Library

The libraries collect materials to support U of A research & courses — thus, there are some materials the library won't have — best selling paperbacks, for example.

Each U of A Library serves a different clientele; available services vary from library to library.

WILLIAM C. WONDERS
MAP COLLECTION
Univ. of Alberta Library



Looking for Something?

U of A Library holdings are listed in the online computer catalogue. You may search by author, title, subject, or keyword. Printed guides explaining the online catalogue are available, or ask at an Information/Reference Desk for personal assistance in your search.

Follow these steps:

- 1) Look up materials in the online catalogue. Remember, not all materials are listed in the catalogue. Please ask for assistance if you have difficulty using the online catalogue.
- 2) When you find the item you want, write down the full call number. The call number is a letter/number combination marked on the spine of the book — consider it the book's address. The call number is an essential piece of information for retrieving library materials — it tells you where the book will be found on the library's shelves.
- 3) Note the location code to make sure you go to the right library. The location code tells you which library holds the item you want. The location codes generally use the name of the building in conjunction with the library name. For example:

UA Cameron Flr3 SciTech

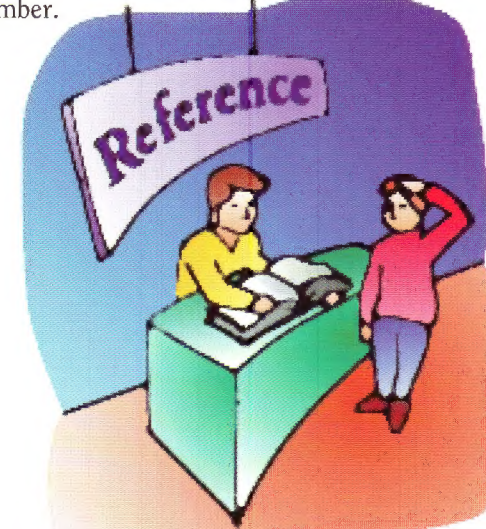
where,
UA University of Alberta
Cameron Cameron Library Building
Flr3 Third floor of Cameron
SciTech Science and Technology Library

In some cases, the library may hold more than one copy of a book or other item; this is reflected by the presence of more than one location code. The online catalogue also tells you if the book is available or currently out on loan.

- 4) Go to the appropriate library. Use the Call Number Directory (posted in the elevators & stair wells) to find the section or floor of the library that houses your call numbers.
- 5) Find the exact call number. Call numbers are shelved hierarchically. For example, call number:

PS 8554 U27 M978 1992

First find the PS section of the library; then walk along until you find 8554. Having done this, look for U27, and continue narrowing your search until you find the book with an exact match for your call number.



Need Some Help?

Please ask us! Come in person to the Information/Reference Desk or, if you are located off campus, you may phone for assistance. We can explain how to use the online catalogue, get started in your research, use periodical indexes and much more!

Librarians provide individual or group instruction on how to use library resources. Self-paced instructional materials may also be available. In consideration of all library users, groups are asked to refrain from conducting ad hoc tours of the U of A Libraries. For inquiries on specialized subject-related instruction or specific tours, please contact the Information/Reference Desk of the appropriate library.

Directory

Library Hours (recorded message) 492-4174
Library Card Enquiries 492-3779

Bruce Peel Special Collections Library 492-5998
Canadian Circumpolar Library 492-4409
Computing Science Reading Room 492-7538
Data Library 492-5212
Faculté Saint-Jean, Bibliothèque 465-8711
Government Publications 492-3776
Herbert T. Coutts (Education) Library 492-4566
Humanities and Social Sciences Library 492-5976
John A. Weir Memorial Law Library 492-3371
John W. Scott Health Sciences Library 492-7939
Mathematics Branch Library 492-3529
Music Resources Centre 492-5708
Periodicals and Microform Centre 492-3769
Physical Sciences Branch Library 492-3400
Science and Technology Library 492-7912
University Archives 492-5146
Winspear Business Reference Room 492-5557
William C. Wonders Map Collection 492-4760

Hours of Operation

A recorded message containing library hours is available. Call 492-4174, or call the appropriate library during normal business hours.

Hours of operation vary between libraries, and from one service point to the next within a given library. Hours are posted outside the entrances to all libraries. Service points generally close before buildings do. For example, the Circulation Desk normally closes 1/2 hour before library building closing time. Some libraries have longer hours of operation during exam periods. Shorter hours are the norm once classes/exams are finished.



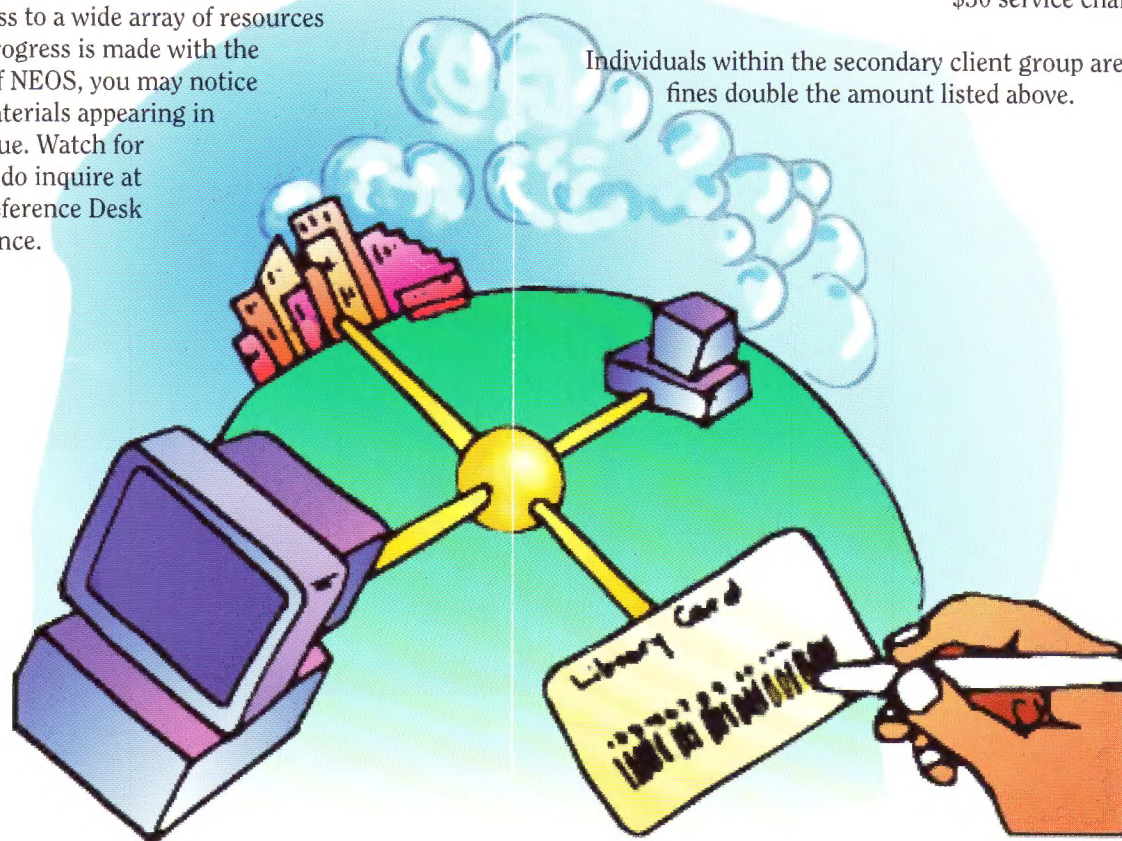
Library Community

Who can use the Library?

Anyone. Students, faculty and staff of the U of A are the Library's primary clientele. All others may apply for a secondary borrower's card. Call the Library Cards Office (492-3779, Cameron Library) for information on costs and borrowing privileges for secondary users. The Circulation Policies brochure contains complete borrowing and fine regulations. If you don't have a library card, you are welcome to use Library materials on site.

NEOS

The University of Alberta Library is in the process of working with a community of government, health, law, science, academic, and public libraries in an effort to share resources. This process is imperative as scarce resources dwindle and comprehensive access to information is demanded. The initiative, called NEOS (Networking Edmonton's Online Systems), will potentially allow greater access to a wide array of resources and services. As progress is made with the implementation of NEOS, you may notice other libraries' materials appearing in the online catalogue. Watch for them! And please, do inquire at an Information/Reference Desk if you need assistance.



Loan Periods

Loan periods vary, depending upon the category of borrower, type of material and the library in which the material is housed. For example, undergraduates may borrow books for two weeks; for graduate students the loan period extends to the end of the current session. For secondary clients, the loan period for most materials is two weeks.

Periodical Loans

Periodicals do not circulate during the week but they may be signed out for the weekend, beginning Friday morning. They must be returned to the library by Monday morning, 9:30 am.

Overdue Books

You will be fined for overdue material. The fine structure for primary users is:

Overdue items \$1/day each item
Overdue periodicals \$3/day each item
Lost item charges Replacement cost plus \$30 service charge

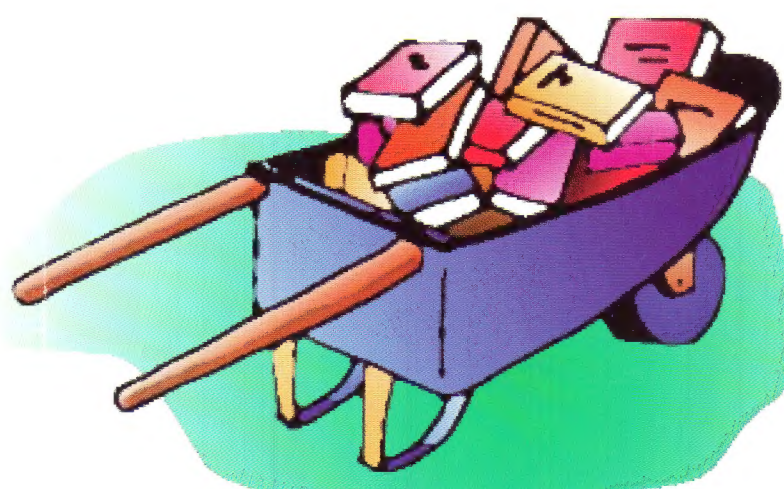
Individuals within the secondary client group are subject to fines double the amount listed above.

Recalling Materials

Books may be recalled from other borrowers after they have had them for two weeks. Place your request at the Circulation Desk. Failure to return a recalled book will result in suspension of your library privileges.

Renewing Materials

Renew library material by taking it to any Circulation Desk. The material can be renewed if another borrower has not requested it.

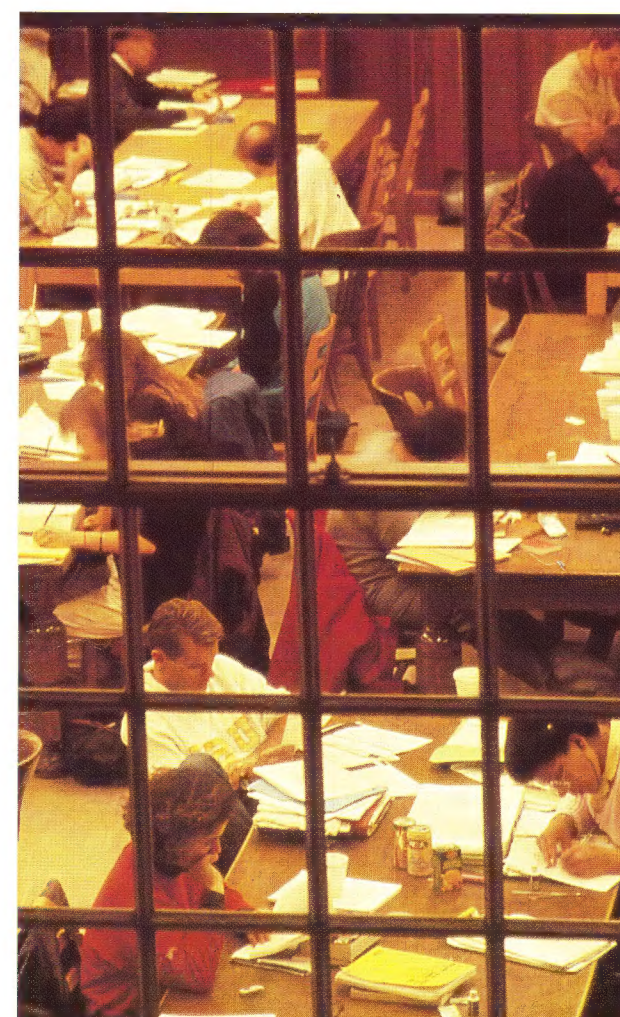


Returning Materials

Library materials may be returned to any location, but whenever possible please return items to the library from which they were borrowed. External book drops are available for after hour returns. They are located at the main entrance to Cameron Library, the east side of the Herbert T. Coutts (Education) Library, and on both floors of the passage between Rutherford North and South. Please return Reserve Reading Room material *only* to the library from which it was borrowed.

Study Space

Seating space is open to all patrons, but note that carrel seating may be reserved in some libraries. Please work quietly — respect your neighbor's right to a quiet study environment. If group study space is needed ask at the Circulation or Information Desk about a conference room.



Commonly Asked Questions

What if the library doesn't have the item I want?

Material not in the U of A Library system may be obtained through interlibrary loan. Ask for forms at an Information/Reference Desk. Members of the secondary client group are subject to a fee for this service.

Can I eat and drink in the library?

No. Unfortunately crumbs and spills damage library materials and attract insects that destroy the collection.

Are journal articles listed in the online catalogue?

Individual articles do not appear in the online catalogue, but the journals that the library subscribes to are listed under title and subject.

Where are CD-ROM indexes located, and can I use them whenever I want?

CD-ROM indexes are available in all major libraries. Regulations relating to access and booking procedures may be in effect due to heavy demand. You should call the appropriate library and check prior to coming to campus.



Reserve Reading Rooms

High-demand, course-related materials are put in Reserve Reading Rooms. Loan periods are short — often only several hours. Fines for overdues are high; please check the fine schedule posted at each Reserve Desk.

